

analysis of occupational safety and health statistics. The term “incident” as hereinafter used in this subpart shall include all occupational injuries and illnesses.

(b) In order to perform his duties under section 19 of the Act and Executive Order 12196, particularly with respect to providing the President with current information about the Federal agency safety and health program, it is necessary that the Secretary be promptly informed of serious incidents involving agency employees as provided in §1960.70. Assistance to agencies in the investigation of such incidents is available pursuant to the provisions of Executive Order 12196 and this subpart.

(c) Each agency shall utilize the information collected through its management information system to identify unsafe and unhealthful working conditions, and to establish program priorities.

(d) The Department of Labor shall provide Federal agencies with the OSHA Form 101, when requested, to meet the recordkeeping specified in §1960.68.

(e) The provisions of this subpart are not intended to discourage agencies from utilizing recordkeeping and reporting forms which contain a more detailed breakdown of information than the form provided by the Department of Labor.

(f) Retention and access of employee record shall be in accordance with 29 CFR 1910.20.

(g) Information concerning occupational injuries and illnesses or accidents which, pursuant to statute or Executive Order, must be kept secret in the interest of national defense or foreign policy shall be recorded on separate forms. Such records shall not be submitted to the Department of Labor, but may be used by the appropriate Federal agency in evaluating the agency's program to reduce occupational injuries, illnesses and accidents.

[50 FR 40269, Oct. 2, 1985, as amended at 60 FR 34852, July 5, 1995]

§ 1960.67 Log of occupational injuries and illnesses.

(a) Each Federal agency shall maintain a log of all occupational injuries

and illnesses specified in §1960.67(c) for each establishment. Except as provided in §1960.71 (b) and (c), the log is to be maintained at the establishment.

(b) Within six working days after receiving information of an occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the log. The format printed in OSHA publication 2014 or an agency form with at least the same 12 data elements shall be used for the log.

(c) Any occupational injury, illness or fatality reported on a CA-1, CA-2, or CA-6 to OWCP shall be reported on the log.

[51 FR 28378, Aug. 7, 1986]

§ 1960.68 Supplementary record of occupational injuries and illnesses.

In addition to the log of occupational injuries and illnesses provided for under §1960.67, each Federal agency shall maintain a supplementary record for each occupational injury and illness. The record shall be completed within six working days after the receipt of information that an occupational injury or illness has occurred. Each Federal agency shall complete OWCP Forms CA-1, CA-2, and CA-6 in the detail required by the forms and instructions provided by the Secretary (OSHA-2014), and may be used as the supplementary record. OSHA Form No. 101 or an agency equivalent may be used as a supplementary record. Where OWCP forms are used as supplementary records, copies shall be maintained in the occupational safety and/or health office.

[51 FR 28379, Aug. 7, 1986]

§ 1960.69 Annual summaries of Federal occupational injuries and illnesses.

(a) Each Federal agency, on a fiscal year basis, shall compile an annual summary of occupational injuries and illnesses as prescribed in OSHA publication 2014. The summaries shall be based on the log of occupational injuries and illnesses maintained pursuant to §1960.67.

(b) At the agency's option, and consistent with the Privacy Act considerations and applicable collective bargaining agreements, the last page of